

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department:

**ADMINISTRATIVE
MANAGEMENT (00210)
General
Legislative & Administrative
General**

Function:

Activity:

Fund:

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	635,020	627,000	709,000	709,000
710103 Extra Help	20,022	0	135,000	135,000
710105 Overtime	425	0	0	0
710200 Retirement	112,894	168,000	172,100	172,100
710300 Health Insurance	39,440	42,000	37,100	37,100
710400 Workers' Compensation Insurance	8,037	8,243	9,213	9,213
TOTAL SALARIES & EMPLOYEE BENEFITS	815,838	845,243	1,062,413	1,062,413
<u>SERVICES & SUPPLIES</u>				
720300 Communications	2,403	2,500	2,000	2,000
720600 Insurance	112	137	93	93
720800 Maintenance - Equipment	189	1,000	750	750
721100 Memberships	986	1,100	1,050	1,050
721300 Office Expense	13,580	16,000	15,000	15,000
721600 Rents & Leases - Equipment	774	2,100	2,100	2,100
722000 Transportation & Travel	1,590	4,000	3,500	3,500
TOTAL SERVICES & SUPPLIES	19,634	26,837	24,493	24,493
<u>FIXED ASSETS</u>				
740300 Equipment	0	0	0	0
TOTAL FIXED ASSETS	0	0	0	0
TOTAL - ADMINISTRATIVE MANAGEMENT	835,472	872,080	1,086,906	1,086,906

COMMENTS

The County Administrative Officer is appointed by and serves the Board of Supervisors. He serves the legislative function of the Board by providing research, information, and recommendations, and serves all executive functions of the Board by administering and supervising all County Departments in matters that are the responsibility of the Board. He also acts as an agent and representative of the Board, enforces Board policy, recommends an annual budget and long-term capital improvements, exercises continuous budgetary control and recommends more effective and efficient operating procedures and administrative reorganization. Other responsibilities under the administrative control of the Administrative Management Office include Risk Management and Employee Benefits.

The Purchasing Office, Insurance, and Central Services (which includes communications, mail services, and central photocopying) are separate budget units and are under the administrative control of the Administrative Management Office. The Central Garage is provided administrative direction by this Office.

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Request & Recommend</u>
Assistant County Administrative Officer	1	1
Chief Assistant County Administrative Officer, or Assistant County Administrative Officer	1	1
County Administrative Officer	1	1
Employee Benefits Technician II, or Employee Benefits Technician I	1	1
Executive Assistant to the CAO	1	1
Office Assistant I or II	1	1
Program Assistant I or II	<u>2</u>	<u>2</u>
Total	8	8

STAFFING (continued)

The following vacant position is not recommended to be funded for 2009-10, with an estimated savings to the General Fund as noted below;

<u>Position</u>	<u>Estimated Salary & Employee Benefit Savings for 12 Months</u>
Program Assistant	\$42,410

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$709,000 based on current staffing.
- 710103 Extra Help is recommended at \$135,000 to fund any administrative resources required during the transition of a new County Administrative Officer and Chief Assistant Administrative Officer.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications (\$2,000) covers the estimated telephone cost of this Department.
- 720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance - Equipment is recommended at \$750 for the estimated maintenance costs which includes typewriters, printers and computer equipment.
- 721100 Memberships is requested at \$1,050 for membership in the County Administrative Officers Association (CAOAC) (\$850), and Madera Compact (\$200).

SERVICES & SUPPLIES (continued)

- 721300 Office Expense is recommended at \$15,000 based on current and projected expenditures. Included in this account are copy costs (\$6,600).
- 721600 Rents & Leases - Equipment (\$2,100) is recommended for rental costs of vehicles from the Central Garage. Rental is estimated at approximately 4,665 miles at 45¢ per mile.
- 722000 Transportation & Travel is recommended at \$3,500. This account provides for anticipated out-of-County travel, private mileage and training costs.